

skills, tools, and knowledge on our way to a paperless court

eFile and Serve (eFS)

What is eFile and eServe (eFS)?

eFS is the tool that the Minnesota Judicial Branch uses to electronically file and serve court records. *eFS* is an acronym for eFile and eServe.

Who has to use eFS?

All attorneys, government agencies, and guardians ad litem must use eFS effective July 1, 2015 in the eCourtMN pilot counties: Cass, Clay, Cook, Dakota, Faribault, Hennepin, Kandiyohi, Lake, Morrison, Ramsey, and Washington.

Need to know more? Check out the Court Rules information on the court's website.: <http://www.mncourts.gov/?page=3862&item=62402>

What if I am not required to use eFS, can I use it anyway?

Maybe. eFS is not available in every county.

- You will have to file paper in counties where eFS is not available.
- If you want to file in a county where eFS is available, you have a choice to use eFS or file documents on paper.

How do I decide if I should use eFS?

If you aren't required by court rule to use eFS, but you want to file something in a case in one of the eCourtMN pilot counties, you can choose to use eFS. Here are some things to consider:

- Once you use eFS, you must keep using it for the rest of the case.
- You will need your own email address, access to a computer, and access to the Internet for the entire case.
- You will need to prepare all your court documents in PDF format.

What if I use eFS and then can't anymore?

If you start using eFS and want to go back to filing on paper, you must file a motion asking the judge for permission. There is a fee for filing this request, and the judge may choose to not approve your motion.

What if I am required to use eFS, do I use it to file in all of my cases?

Yes! You'll use it to file in all cases. There are only five exceptions:

- Case-initiating documents in criminal cases
- Delinquency petitions
- Wills deposited for safekeeping
- Parental notification bypass proceedings
- Court orders exempting from eFiling

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When do I use the eFS System for service?

You only use eFS for service if you also use it for filing. You will use it to serve documents on others who also use eFS.

If you need to serve non-eFS users, you'll do that by other means.

Do not use eFS to serve discovery materials unless a judge has ordered it.

What are the benefits of using eFS?

For starters...

- You can file seven days a week, 24 hours a day, from anywhere that you have an internet connection.
- Your documents are considered filed as soon as they upload to eFS.
- You cut down on the expenses of paper filing, like trips to the courthouse and the post office.
- You can initiate cases in all civil, family, and probate cases.
- You can file subsequent documents in all case types with eFS.
- You have an electronic record of service with eFS, which eliminates the need for paper affidavits of service.

Do I manage my cases in the eFS system?

Well, no. eFS is for filing and serving documents, not managing filers' cases.

What documents and records can I view in eFS and for long?

You can view and download documents that have been eServed on you for 30 days after service.

I'm ready to get started, what else do I need to know?

How do I get training?

Training is available online and in person at certain locations. Details are on the [eFile and eServe Training webpage](#). You can also find written materials on the website.

Generic, self-paced tutorials are also available in the eFS system.

Where can I find help if I have problems while using eFS?

Contact the Minnesota Judicial Branch eFS Support Center for help. The eFS Support Center is available Monday through Friday, 8:30 – 4:30. Check them out online at [eFS Support Center](#).